

CADET BASIC TRAINING OPERATING INSTRUCTIONS

This manual describes the standard operating procedures to be adhered to by Cadet Basic Training staff and Basics.

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SECTION 1 – General Information

1-1. Basic Concept of CBT.

The Cadet Basic Training Program was started at Carroll Composite Squadron in July 2002. The program is based on the Bethesda-Chevy Chase Composite Squadron's Cadet Basic Training Cycle Program, originally developed in December of 1999. The intent of the CBT program is to standardize the information that a new cadet receives upon entry into the Civil Air Patrol Cadet Program.

(a) **Rigor.** CBT is not meant to be an easy program for new basics, it is meant to test their abilities to deal with stress, thereby preparing them for situations that they may face not only in CAP, but also in life.

(b) **Motivation.** CBT will always stress the motivation and morale of its basics. One of the main goals of CBT is to produce highly motivated airmen, thereby infusing the Cadet Corps with new, highly motivated individuals that will continue through the Cadet Program and loose interest and leave CAP, as is all too common. As an instructor in the CBT program, you may be training not only the future Cadet Commander of our squadron, but possibly the future Chief of Staff of the Air Force.

1-2. Definition of Terms.

(a) **Senior Training Instructor (STI).** The officer in charge of the Cadet Basic Training Program. There will only be one STI in the program at any time.

(b) **Training Instructor (TI).** The head of each CBT class. There will only be two in the program at any time.

(c) **Assistant Training Instructor (ATI).** The assistant to the TI, assigned to a class under the supervision of a TI. There will be a maximum of four ATI's in the program at anytime, with no more than two assigned to each CBT flight.

(d) **Cadet Airman Basic (Basic).** A new cadet that has entered the CBT program. The Basic will hold the grade of Cadet Airman Basic (C/AB) until graduation.

(e) **Prospective Cadet.** A young person of cadet age (13-18) who shows interest in Civil Air Patrol.

(f) **Cadet Candidate.** A young person of cadet age who attends meetings and is assigned to the Delayed Entry Program.

(g) **Cadet Airman.** A Basic that has satisfactorily completed the CBT Program, graduated, and has been promoted to the grade of Cadet Airman (C/Amn).

(h) **Delayed Entry Program (DEP).** The program that a Cadet Candidate must attend before entering into CBT.

(i) **CBT Staff.** The cadets who run the CBT Program and are responsible for the executing these regulations.

(j) **Action Words.**

1. May – Suggested.
2. Should – Strongly Recommended.
3. Will – Required.

1-3. Application of Regulations.

The regulations that are contained in this manual, all other CBT manuals, as well as any further manuals, regulations, or pamphlets published after this date will be applicable to all members of CBT Staff, Basics, DEP Staff, and Cadet Candidates.

(a) **Superseding Regulations and Manuals.** All manuals, regulations, and pamphlets published by CAP National Headquarters, Middle East Region, Maryland Wing, Group Two, Carroll Composite Squadron, and Carroll Squadron Cadet Corps will be followed and supersede all CBT regulations in circumstances where they disagree.

SECTION 2 – Training Instructor Regulations

2-1. The Training Instructor.

In this case, the term *Training Instructor (TI)* is applied to all CBT Staff members. The TI is the backbone of this program. Without the competence of the TI, CBT will fail. A Training Instructor must lead the way for his or her Basics to follow. The TI is considered among the sharpest person in his unit. The TI must live up to the expectations that have been set forth by the people above and below them in the chain of command, but most importantly, themselves. Each TI is responsible for the image of the TI's that is portrayed to the rest of the squadron and the public. The TI must discover his qualities of leadership in order to be an effective leader, teacher, drillmaster, and disciplinarian. Remember as a Training Instructor, THERE IS NO ONE MORE PROFESSIONAL THAN YOU.

2-2. Staff Definitions.

These definitions of positions are to serve only as an advisement for the STI. As the commander, the STI may choose to alter the responsibilities and authorities depending on competency and conduct.

(a) Senior Training Instructor. This staff member is the commander of CBT. He is responsible for assigning start dates for each class, ensuring proper progression in classes, evaluating staff members, ensuring SOP is adhered to, and reporting to the Cadet Command Staff. The STI will submit a report to the Cadet Commander, Tactical Officer, Deputy Commander for Cadets, and Squadron Commander each week detailing the progress of CBT. The STI will also have a direct line of communication to the Deputy Commander for Cadets. He will report to this officer, while the chain of command will be adhered to for any approval processes. There will only be one STI at anytime in the CBT program and will be the developer of the program.

(b) Training Instructor. This staff member is the primary instructor in CBT. Each Training Instructor is assigned a class that s/he will lead for eight weeks and prepare for graduation. The TI's report directly to the STI and will be held accountable for the progress of the class to which he is assigned. The TI should be a senior NCO. If qualified NCO's are not available, the TI a cadet officer may fill this position. There will only be two TI's at anytime during the program (e.g. no more than one assigned to each CBT Flight).

(c) Assistant Training Instructor. This staff member is the student of the CBT Staff. Assigned on a temporary basis, the ATI will be under constant supervision when working with Basics. The position of ATI is looked at as a chance to train and evaluate people for the more permanent position of Training Instructor. ATI's may be reused as often as the STI wishes. The ATI will be an NCO. While not assigned to a class, ATI's will perform squadron duty with their usual flight. There will only be four ATI's at anytime during the program (e.g. no more than two assigned to each CBT Flight).

(d) Delayed Entry Program Commander. This cadet is not considered part of the CBT Staff, but falls under this category because of where the Delayed Entry Program falls in the Chain of Command. The DEP Commander is responsible for recruiting prospective cadets and retaining Cadet Candidates until the next CBT Flight is formed. The DEP Commander reports directly to the STI and will wear Blues every meeting night, excepting the night that he is taking a Cadet Physical Fitness Test. The DEP Commander may appoint an assistant to his staff with the approval of the STI. If appointing an assistant, the cadet must hold the grade of at least Cadet Senior Airman.

(e) Assistant Senior Training Instructor (ASTI). At the STI's discretion, s/he may assign a cadet to this position to act as assistant to the STI. While the ASTI may work directly with Basics, s/he does not have any command over members of CBT Staff, unless on official business from the STI. The ASTI may only interact with Basics if doing so does not interfere with the lesson plans of the TI or undermine the TI's command. There will be no more than one ASTI at anytime during the program.

(f) Tactical Officer (TACO). At the Deputy Commander for Cadet's discretion, a senior member may be appointed to the position of Tactical Officer. The TACO will observe the CBT Flight in order to ensure that Cadet Protection Policies are being adhered to, and that proper adult supervision is provided. The TACO will not be in the CBT staff chain of command, but may intervene when the safety of the CBT flight is at risk.

2-3. Selection and Removal of CBT Staff.

The staff for CBT will be selected by the STI with the approval of the Deputy Commander for Cadets and Cadet Commander. Selection of TI's will be from previous or current ATI's and selection of STI will be from previous or current TI's. The STI reserves the right to remove any member of CBT or DEP Staff at any time due to excessive absence, conduct unbecoming a CBT Staff member, or any other circumstance that would bring dishonor to CBT.

Appeals of removals may be made one time only to the STI within a week of dismissal. Within a week of receiving the appeal, the STI will submit a written response to the cadet's appeal, stating his decision.

2-4. Interaction Between Staff Members.

CBT will maintain appropriate decorum to all members of the CBT program.

(a) **TI – ATI.** The TI may issue commands to the ATI's directly assigned to him/her. The TI may only issue commands that have relevance with the class and will be issued only during a CBT class. Any disagreement as to the relevance of an order will be decided by the STI, who has the final decision. The ATI will immediately clarify any unclear orders with the TI.

(b) **STI.** The STI has complete authority over all Basics, CBT staff members, and DEP staff members at all times during squadron meetings. The Chain of Command outside CBT supersedes the STI when not having relevance to the CBT program.

(c) **CBT Staff – DEP Staff.** The CBT Staff members hold no authority over any Cadet Candidates or DEP staff members. The exception to this is the STI who retains authority over the entire CBT.

(d) **TACO – CBT Staff.** The TACO holds no command authority over any of the CBT staff. Rather, s/he reports directly to the Deputy Commander for Cadets. The TACO may make recommendations to the CBT staff, but this will occur out of earshot of the Basics whenever possible. Though not in the Chain of Command, CBT staff will take the TACO's comments into full consideration. The TACO will not directly intercede in the affairs of the CBT staff during class unless s/he deems a situation to be unsafe.

2-5. Cadet Protection Policies.

As a result of the type of program that CBT is, it is very easy for it to come under scrutiny. These policies have to do with interaction, hazing, and other important regulations that will help to ensure that no CBT Staff member oversteps a rule when running a class.

(a) **General Standard.** Any act by a CBT Staff member before, during, or after a meeting that in any way results in a Basic or a number of Basics being physically or verbally abused, degraded, or taken advantage of for personal gain will be grounds for immediate dismissal from CBT Staff and may cause STI to recommend dismissal from CAP.

(b) **Flight Operations.** The only CBT Staff members that will be permitted to interact with any Basic will be the STI, ASTI, and the TI and ATI's assigned to that Basic's flight. There will be no physical activity assigned as punishment to any Basic by a CBT Staff member. The mission of the Training Instructors is to train and not to punish. CBT staff will not haze, weed-out, or in any way demoralize the flight. No flight will ever be left unsupervised. The lowest CBT staff member that is considered a supervisory position is the flight's TI. The exception to this rule is during break, classes taught by members of Carroll Squadron staff without CBT staff supervision, and during times where CBT is involved in an activity with the entire squadron.

(c) **Individual Operations.** When interacting with a Basic, a CBT staff member will maintain at least one-foot distance away from the Basic. This one-foot radius will not be violated except in safety issues. No individual Basic will be singled out for reprimand. If a TI wishes to discuss an issue with a Basic's performance, he will wait for an opportune time to speak privately. No CBT Staff member will be alone with a Basic. The Tactical Officer and the STI are allowed one-on-one operations with a Basic because of their need to sometimes provide individual assistance for personal issues. If one-on-one operations are required, the Tactical Officer or STI should ensure that they are not in a closed room and are within sight of other CAP personnel.

2-6. Assistant Training Instructor Evaluations.

As stated above, the position of ATI serves two purposes: to alleviate some of the workload from the TI and to provide a leadership training opportunity for squadron members.

(a) **Schedule.** Each ATI will be evaluated at the completion of the class to which he is assigned. The evaluations will be a discussion that will include the commanding TI, STI, ASTI (if applicable), and may also include the flight's Tactical Officer. After meeting, the evaluation team will make a recommendation to the Cadet Commander of continued assignment within the CBT staff, and possible promotion to higher echelon within the CBT program. ATI's of the same class should be considered and evaluated individually.

(b) **Evaluation Grounds.** At the completion of a class, each ATI should be evaluated on the following categories:

(1) Competency. How well the ATI executed the duties that were assigned to him by his TI, STI, and CBT Regulations.

(2) Appearance. How well maintained the ATI keeps his uniforms. Also, how strictly the ATI adheres to the grooming standards and physical fitness standards set forth in CAPM 39-1 and CAPM 52-16, respectively.

(3) Command Presence. How well the ATI can lead and motivate the class. Also, how well the ATI presents himself to the class in terms of intensity.

(4) Knowledge. How knowledgeable the ATI is in all the topics covered by the CBT program. Every ATI that is recommended for continuation in the CBT program will show mastery in drill and ceremonies, customs and courtesies, and leadership chapter 1.

(5) Leadership. Overall, how well the ATI set a good example for the Basics to follow, how well the ATI presented a positive attitude to his/her Basics.

(c) **STI's Right of Refusal.** The STI reserves the right to refuse the recommendation of the evaluation team before speaking with the Cadet Commander.

2-7. Extra Help After Meetings.

(a) **General.** The total time to conduct each CBT training activity during squadron meetings is very short – just 2 hours and 15 minutes each week. It is imperative that this time be devoted strictly to following the training syllabus for that week. Sometimes, however, there will be problems that the CBT staff will need to resolve or Basics who require additional instruction.

(b) **CBT Staff Time.** CBT staff will need to conduct meetings during non-squadron meeting hours, often at locations other than the squadron meeting facility. Some meeting subjects may be simple enough to be discussed immediately after hours in the USARC parking lot. In such cases, these meetings may be held until 2130 hours, as long as at least one senior member who has passed the Cadet Protection Policy Training is present. Other issues may need to be discussed at another location and time. The STI will ensure that meetings are arranged and problems resolved before the next squadron meeting.

(c) **Additional Basic Support.** If a Basic(s) requires additional training instruction, the TI will arrange for additional follow-up training to be conducted prior to the next squadron meeting. This may be done in the USARC parking lot until 2130 hours, provided that at least one senior member is present. If additional training is to be conducted at another location at another time, at least one other squadron member should be present at that training.

2-7. Phase Definitions.

The CBT program is divided into four distinct phases that the Training Instructors will use to gage their demeanor towards the Basics. Also, as the class progresses through each phase, the Basics will receive increasing privileges. The privileges are discussed in this manual, paragraph 3-17.

(a) **Black Flag.** This phase is the first, and therefore, the hardest phase in CBT. This phase is the hardest on the Basics because of the change that the Training Instructors require them to undergo from a civilian teenager to a disciplined, Civil Air Patrol Cadet. During this phase, it is hard for the Basics to do any right and the TI's will not allow any detail left uncorrected. The STI and TACO will monitor the class closely while in this phase, as morale tends to drop during this phase.

(b) **Red Flag.** This phase is the first opportunity for the Basics to see that their progress has a direct effect on their privileges and that the harder they work, the more they will earn. This is also the phase where many Basics will be demoralized because of the rigorous training that occurred in the Black Flag Phase. This phase will be easier, but only minutely. The TI's will continue to push the Basics to their full potential, but will begin to lay off the yelling and will allow the Basics to see their successes as well as their failures. The TI's will work to use each failure by a Basic as a learning experience for the entire flight. The TI, at this time, will also begin scouting for a Class Guide (see paragraph 3-17).

(c) **Yellow Flag.** This phase is important for the TI's because it gives them time to cement-in the instruction that they have been teaching for the past month. By this point in the CBT program, the Basics have adapted and are almost comfortable in how CBT is run. This is the point where the TI's will start showing the Basics how they actually do most things correctly now and work to motivate them even more than before. More than at any other point in the program, this is where confidence will be stressed. The TI's will not lose their position of command over the Basics, but should allow a little break on the yelling and the application of stress. Also, during this phase, the emphasis is put on ironing out any little problems that the Basics might still have held on to.

(d) **White Flag.** This phase marks the culmination of the CBT class for those Basics. The TI will constantly have them looking forward to their graduation date and will begin to recognize them as a fellow cadet and

almost equal to him. The emphasis during this phase is reserved for the TI making sure that his class is ready for the evaluation by the STI. This is the last chance for the TI to mold his Basics into the cadets that deserve to join the Carroll Cadet Corps. This is also the time where the STI will interact more with the Basics than in earlier weeks. The STI will be looking to receive feedback from the Basics on the program and the Training Instructors, but will not violate the TI's ability to command.

2-8. Changing Senior Training Instructors.

At the change of STI, all CBT Staff positions below it will be null and void. The STI will then assign new or may reassign members of the CBT Staff. The Cadet Commander will approve all new positions, excepting ASTI and any DEP Assistants.

SECTION 3 – Basic Cadet Regulations

3-1. Concept of Basic.

CBT is not intended to be easy for Basics. The goal is to make them work to get through CBT, thereby making them more confident and motivated throughout the rest of their CAP career in the squadron. The goal is for the TI to motivate and teach them the Basics. At the end of the program, the Basics should be more knowledgeable than many of the cadets in the squadron. They should be more motivated and more confident. CBT has a tradition of placing its graduates into high positions in the squadron and it does this by creating these model cadets who are expertly trained and immeasurably motivated. The Basics at first will not like the discipline, but that is why most of them came to CAP. In time, they will learn to thrive off it and will become proud of their accomplishments at the end of the two months in CBT.

3-2. General.

The mission of the CBT Basic is to learn and follow directions. Before anyone can become a leader, s/he must be a follower. The CBT program works to develop a Basic's followership in order to create future leaders. The Basic will be kept under strict discipline.

(a) As Individuals. As individuals, the Basic will not be allowed to refer to themselves in the first person. A Basic will refer to him/herself as "CBT Flight ____ ". This is done to help them to learn teamwork and how to think as a team. The Basic will also not be allowed any time for relaxing, excepting during break and during interviews with the TACO. This is done to help apply the challenge that CBT creates in order for the Basics to learn how to cope with the stress that comes from possible flying, SARs, and other activities that require a straight head in times of chaos.

(b) As Flight Members. As members of a flight, the Basics won't be singled out, but will instead be looked at as a team so when one member makes a mistake, the entire team makes that same mistake. This means that if a Basic fails in a particular task or evaluation, it will be treated like a learning experience for everyone by the TI. The Basics will be required to march or run to every destination as well as stand at attention while talking to any officer or CBT Staff member. They will always be yelling, except when indoors or in a classroom setting. The Basics will be standing at attention while in a flight, except for when attending squadron formations, in which case they'll follow the commands of the Commander of the squadron formation. The TI's will always be expecting the Basics to work together and to motivate each other. If they don't, they will fail the main idea of CBT.

3-3. Relationship with Squadron Cadet Corps.

The Basics will not have any verbal interaction with the cadets of the squadron. Basics will not attend any squadron activities without the permission of the Cadet Commander. During squadron meetings, every effort should be made by the STI and TI's to keep them separate as they are following a strictly regimented course. Any interaction from the Cadet Corps to the Basics is prohibited. As a rule of chain of command, the Carroll Command Staff may interact directly with Basics, but this should be kept to a minimum. Instead, the chain of command through the TI's whenever possible. All incidents where anyone other than CBT Staff interacts with the Basics will be brought to the immediate attention of the STI, who will subsequently deal with the situation in the Basic and CBT's best interest.

3-4. Uniforms and Appearance.

Basics will maintain two uniforms while in CBT. They are responsible for adherence to the established uniform regulations, including grooming standards and physical fitness requirements. These regulations can be found in CAPM 39-1 or in CBTM 2.

(a) CBT Uniform. If a Basic is not issued a uniform by the initiation of his class he/she will wear a mud brown T-shirt (tucked in), standard-style blue jeans (not baggy), and sneakers in lieu of the Battle Dress Uniform.

(b) Battle Dress Uniform (BDU). This uniform will be worn from issue. The fit and wear of this uniform can be found in CAPM 39-1 and CBTM 2. The Basic will be responsible for obtaining all accoutrements that are not available through supply.

3-5. Break Regulations.

During break, every effort will be made to leave the Basics to themselves. This allows them a ten-minute reprieve from the intense training environment of CBT. Breaks will be held in the most comfortable conditions practical. For example, if the Basics were outdoors on a warm evening for the session immediately preceding break, then break will be held inside in an air-conditioned room. The TI's will not be in plain view of the Basics during this

time, unless they are moving to a location that causes them to walk past the Basics. If this occurs, all customs and courtesies will be followed, but the TI's will expedite the exchange in order to allow the Basics to continue with their breaks. The STI and TACO may conduct business during this time with the Basics. The ASTI may only conduct business with the Basics at this time if he is doing so on the orders of the STI.

3-6. Classroom Procedures.

During classes, the Basics will be made as comfortable as possible, within reason. If tables and desks are present, they will use them to take notes. Note taking is required and the Basics will have note-taking material present at every meeting. There will be a distinct change in the demeanor of the instructor during class. Only one instructor will teach at a time to prevent confusion. The instructor will follow a lesson plan. Basics' questions will be encouraged and every effort will be made to fully answer each question. When asking a question, the Basic will raise his right arm in a 90-degree angle to the ground with his hand in a fist and wait to be recognized. When called upon, the Basic will stand at attention, speak quickly and confidently, but clearly so that everyone in the class understands the question, and then sit down after the question has been answered. Any instructor that is not within the CBT Staff may change these rules for his class. CBT Staff is required to adhere to these standards.

(a) Typical Schedule for a Class.

(1) One of the TI's will prepare the class by making the Basics get out their note taking materials and making sure each one has a seat, if possible.

(2) The instructor will then walk into the room and the class will be called to attention. The instructor will then allow the Basics to sit at ease and begin the lesson.

(3) At the completion of the class, the same TI who formed the class will call the class to attention again. At this point, if the instructor is not the class' TI or ATI, he will leave the class. If the class' TI or ATI are leading the class, the TI will then come to the front of the class and move the Basics to the next activity.

3-7. Memory Work.

All Basics enrolled in the CBT program will learn the entire assigned memory work prior to graduation. Failure to do so will result in recycling.

(a) Assigning. The TI will assign homework every week according to the CBT Training Outline found in CBTM 3. Either the STI or TI will check this homework during inspections.

(b) Recitation. When reciting the memory work, the Basics will do so quickly, confidently, and loudly. Failure to meet these three standards will be considered the same as not knowing the memory work. Memory work will only be recited individually.

3-8. Drill/Inspections.

Drill and inspections will be conducted as per the regulations dictated in Air Force Regulation 50-2 and CBTM 4.

(a) Inspections. Either the STI or TI will conduct inspections weekly. The STI has the priority in conducting inspections on the class. If the STI does not perform an inspection for a particular week, then the TI will perform it in his absence. Inspections will be reported on the CBT Tracking form.

3-9. Emergency Services.

As the Carroll Composite Squadron is a ground team squadron, emphasis is placed on every cadet to become ground team certified. Every CBT Basic will attend the General Emergency Services Class and will complete the General Emergency Services Questionnaire prior to graduation. The Basic does not have to physically possess the CAPF 101 in order to graduate.

3-10. Cadet Physical Fitness Testing.

The Basic will obtain at least a passing score in the CPFT Achievement 1 prior to graduation. The passing score required for a Achievement 1 is found in CAPR 52-18.

(a) Staffing. Any available CBT staff should assist in the administration of the CPFT for any class. Any Carroll staff member or senior member may assist in the CPFT so long as a CBT staff member is overseeing all activities. If the Cadet Corps is administering CPFT's on the same night as CBT, then CBT will adjust its schedule to take the CPFT at the same time as the rest of Carroll Squadron. In this case, a CBT staff member is not required to oversee the administration of the test, but there must be at least one present throughout the entire test encouraging the Basics. Basics will not engage in any conversation with the other cadets during the CPFT with other Carroll cadets.

(b) Administration. CBT Staff will follow the regulations set forth by CAP and Carroll Squadron in the administration of the CPFT. This includes reading the information cards prior to each event and scoring the results on a CAP CPFT form. These forms will be returned and held by the STI until the graduation of the Basic, which then will be forwarded to the assigned Flight Commander.

3-11. Phase Checks.

The STI will administer a phase check during the middle of the cycle on each individual cadet. The inspecting STI will record the evaluation highlighting the strengths and weaknesses of the cadet on the CBT tracking form. The STI will also constructively counsel the cadet on what he/she needs to improve on in order to graduate.

3-12. Absences/Tardiness.

All Basics are required to attend each week of CBT from week one until graduation.

(a) Excused Absences. A Basic is allowed a maximum of two excused absences during the eight weeks of CBT. An excused absence includes sickness, family emergency, family vacation, excessive homework, or weather emergencies. In order to be considered excused, the Basic must get it pre-approved at least one-hour in advance by the TI STI. If not pre-approved, the absence will be noted as unexcused.

(b) Unexcused Absence. Any absence that isn't named in the excused category is considered unexcused. If a Basic has an unexcused absence, he will receive a call from the TACO or STI, who will determine the Basic's interest in CBT and CAP. The STI will then make a decision with the TACO as to the course of action. The minimum punishment is no punishment and the maximum punishment is recycling.

(c) Tardiness. The training schedule begins at 1845 hours. This is the time that the Basic is expected to be at the meeting, ready to begin. Any tardiness will be a class B offense. If tardiness becomes excessive, it will be considered a class A offense. Any mitigating circumstances attributing to the tardiness of a Basic will be brought to the attention of the STI who will then decide the course of action.

(d) Make-Ups. Each Basic is responsible for all the material covered during the eight weeks of training. If the Basic is absent from any meeting, he is responsible for asking for extra help either from his fellow Basics during break or from his ATI's during Extra Help time. The TI's are not required to assist in the make-ups if the Basic was absent unexcused. If a Basic has an excused absence that causes him to miss any milestone activities (i.e. leadership test, CPFT, GES class, etc.) the STI will make the proper arrangements for the Basic to make up the activity the following week. If the absence is unexcused, then the Basic will be recycled.

3-13. Graduation Requirements.

CBT staff will record the requirements for graduation on the CBT tracking form. This form will be used as a master record to show the progress of the cadet through DEP/CBT. If this form is not complete the cadet may not graduate.

3-14. Graduations.

Graduations will occur during week eight immediately preceding final formation. It will be done in front of the entire squadron with the Squadron Commander presiding over the ceremony. Each Basic that graduates will receive a certificate of achievement, squadron patch, squadron t-shirt, promotion to the grade of Cadet Airman, and an assignment to a Cadet Corps flight that will be decided by the STI and Cadet Commander before graduation.

3-15. Training Schedule.

The training outline that is found in CBTM 3 will be followed for each entire cycle of CBT. Only the STI may change the schedule and if s/he does choose to do so, must distribute copies of the new schedule to all CBT Staff members.

3-16. Phase Changes/Privileges.

With each new phase (Black Flag, Red Flag, etc), Basics will be granted new privileges. The TI's will not make the new privileges obvious to the Basics, but should inform them of the phase change. This regulation changes the regulations listed above and elsewhere when earned by the Basics.

(a) Red Flag. Basics will be allowed to buy sodas during break.

(b) Yellow Flag. Basics will be allowed to talk to other cadet corps members during break.

(c) White Flag. Basics will be allowed to stand at ease if the TI gives that command while in a flight.

(d) Rescinding Privileges. If a class does not appear to be making progress, the STI may take away the awarded privileges as punishment to the entire flight. Privileges may not be revoked nor awarded individually.

3-17. Class Guide.

(a) **Definition.** The Class Guide is the Basic, which the TI feels is the most competent, motivated, and a great example for the rest of the class. The Guide serves as a place to find answers to the rest of the Basics. The Guide also has the right to call the TI with any questions that he is not able to answer. This position may be changed with the approval of the STI if the TI feels that the Guide has reverted to a poor display of any of the aforementioned standards.

(b) **Assigning.** The TI will assign the Class Guide according to the Training Outline found in CBTM 3. The TI is the sole person who decides on the Class Guide. After making his choice, he will inform the STI in writing of his/her choice before week six.

3-17. Recycling.

A Basic may be recycled at the end of the CBT program if he has not met the graduation standards. Another way a Basic may be recycled is to have two class A offenses or have an unexcused absence. The STI will make the decision whether to recycle a Basic after hearing advice from the TI and a response from the Basic in question. The STI may choose to waive the advice and response if the offense is great enough. The STI will immediately notify the Deputy Commander for Cadets of his/her decision and intended action before notifying the Basic. If recycled, the Basic will be informed of his status via letter from the STI, with a CC to the Deputy Commander for Cadets, explaining the reasons why he was recycled. This letter will contain information on the appeal process in CBT as well. The recycled Basic will join DEP until the next class of CBT starts.

SECTION 4 – Graduation Standards

4-1. General.

The graduation standards for CBT allow the STI to objectively evaluate each Basic and qualitatively describe whether the Basic meets or fails to meet the standards without question as to the interpretation. These regulations apply to all Basics and will not be altered to meet individual Basic's needs.

4-2. Failure to Meet Standards.

A failure for a Basic to meet any of the graduation standards listed below is cause for recycling. If, at the end of week seven, the Basic has not met the standards in their entirety, the STI will recycle the Basic without further consideration.

4-3. Drill.

In order to be permitted to graduate from CBT, the Basic must:

(a) Show mastery in all stationary drill including positions of attention, parade rest, at ease, and at rest. The Basic must be able to recognize and carry out the commands of present/order arms, hand salute, dress right dress/ready front, columns and files, eyes left/right, left/right/about face, double arm interval, close interval, half left/right face, and open/close ranks.

(b) Show mastery in all movement drill including the ability to recognize and execute the commands of forward march, halt, left/right flank, column left/right, rear march, half steps, mark time march, understand the ideas of peripheral vision and be able to maintain dress and cover, prepare for double time, and double time march.

(c) All these commands can be found in AFR 50-2 and CBTM 4.

4-4. Memory Work.

In order to be permitted to graduate from CBT, the Basic must:

(a) Be able to recite memory work on all but two occasions during the cycle.

(b) Be able to recite any item on the memory worksheet when called upon with command presence, which consists of being poised and confident, and spoken in a clear, confident manner.

4-5. Leadership Chapter One.

In order to be permitted to graduate from CBT, the Basic must pass the General Curry Achievement Test. The Basic will have a maximum of three opportunities during a CBT cycle to pass the test. If a Basic fails after three attempts, then s/he will be considered failing CBT.

4-6. Behavior.

In order to be permitted to graduate from CBT, the Basic must:

(a) Exhibit good behavior that is concurrent with a Basic that wants to be a cadet in the Carroll Cadet Corps. The Basic must also have displayed proper motivation throughout CBT.

(b) Adhere to all CAP, Carroll Squadron, and CBT discipline standards as outlined in this manual.

4-7. Emergency Services.

In order to be permitted to graduate from CBT, the Basic must be General Emergency Services qualified by taking the class and questionnaire from the squadron or Maryland Wing. If administered by Maryland Wing, then the Basic must show proof of attendance at the class.

SECTION 5 – Delayed Entry Program

5-1. Purpose.

No Cadet Candidates may join a CBT Flight once the CBT cycle has begun. This means that if a young person joins Carroll Squadron one week after the CBT cycle has begun, he must wait seven more weeks until he can begin CBT. The Delayed Entry Program is designed keep Cadet Candidates motivated and interested in CAP during this time, and to prepare them for Cadet Basic Training.

5-2. Duties.

The DEP staff will ensure that each Candidate receives the following preparatory support:

(a) **Cadet Welcome Packet.** DEP staff will ensure that Candidates have the latest Cadet Welcome Packet in their possession.

(b) **Weekly Contact.** Cadet Candidates may not attend squadron meetings unless they are there to accomplish a specific task (e.g. uniform issue, corrections to paperwork, etc.). DEP staff will contact Candidates once each week to inquire as to their well-being, answer questions, and generally talk-up CAP and the cadet program.

(c) **Uniform Issue.** DEP staff will have the cadet candidates to the squadron meeting as soon as possible to issue a set of BDU uniforms. DEP staff will arrange with squadron supply to ensure that uniforms are available. DEP staff will size each Candidate and record issue of uniforms in accordance with Carroll Squadron procedures. DEP staff will also ensure that Candidates have the proper patches and will ensure that orders for nametapes and nametags are placed. During this same meeting, DEP staff will instruct the Candidates on how to properly iron and wear the uniform.

(d) **Meeting Attendance.** Cadet Candidates will not attend squadron meetings except to carry out any of the “at-squadron” duties listed above. As soon as at-squadron business is concluded, Candidates will leave the squadron meeting facility. DEP staff will ensure that Candidates understand this before they come to the meeting, so that their parents/guardians remain to take them home once business is concluded.

(e) **Activity Attendance.** DEP staff should escort Candidates to squadron activities whenever practical. DEP staff should check with the Cadet Commander to determine if bringing Candidates to an activity is feasible. For example, bringing a group of Candidates to a wing-level SAREX would not be good. However, escorting a group of Candidates to watch part of a squadron Field Training Exercise might not be a bad idea.

(f) **General Support.** Until they begin the Cadet Basic Training program, Cadet Candidates are the responsibility of the DEP staff. DEP staff will be the Cadet Candidate’s primary contact and go-to person for questions. As such, DEP staff should exchange telephone numbers with the Candidates and make the Candidate feel that they are a part of the CAP team.

SECTION 6 – Approval of OI and Amendments

6-1. Regulation Development.

New CBT Operating Instructions, as well as revisions to this OI, should be developed by the STI. The STI should discuss new ideas with the TACO as well as the Deputy Commander for Cadets prior to submitting them to the Cadet Commander for approval.

6-2. Regulation Approval. The STI will submit the new regulation or revision Cadet Commander for approval. The Cadet Commander will then decide whether to enact the regulation or not.

6-3. Amending the Cadet Basic Training Program OI. Any alterations to this manual or any of the manuals, pamphlets, or regulations that have the Cadet Commander's signature on it will be resubmitted to the Cadet Commander by the STI before making the new manual, regulation, or pamphlet official.

Official:

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